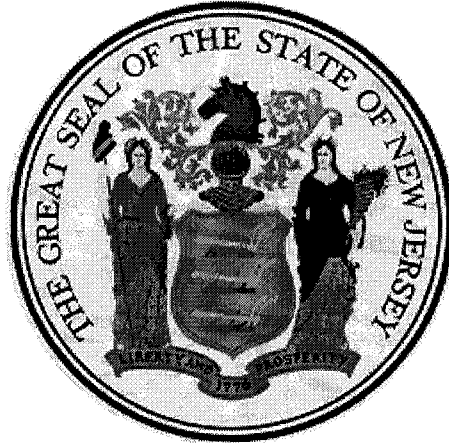


State of New Jersey



County Welfare Departments & Boards of Social Services Records Retention Schedule

C980000-903

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C980000 SCHEDULE NUMBER 903 PAGE NUMBER 1 OF 28

DEPARTMENT County Welfare Departments/Boards of Social Services	AGENCY REPRESENTATIVE TITLE
DIVISION	(AREA CODE) TELEPHONE NUMBER
BUREAU	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>	DATE	SECRETARY STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>	DATE 11-7-11
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Director and Deputy Director's Office Administrative Subject Files Contains correspondence, memoranda, publications (copies) and other information received and filed alphabetically.	3 yrs		Destroy
0002-0000	General Reference Manuals	Periodic review		Destroy
0003-0000	Minutes - (Welfare Board/Board of Social Services)	Permanent		Permanent
0003-0001	Minutes - (Welfare Board/Board of Social Services) (Originals)	Periodic Review		Destroy
0003-0002	Minutes - (Welfare Board/Board of Social Services) (Copies)	80 days or until summary or verbatim transcripts have been approved as minutes, whichever is later		Destroy
0003-0003	Minutes - (Welfare Board/Board of Social Services) - Audio Tapes of Meetings			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NO.
C980000	903	2 OF 28

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

RECORDS CENTER

DISPOSITION

0050-0000	Document Control Unit Medicaid Transaction Record Sheets Used for updating Medicaid Status and coverage on assistance cases and provides a record of all transactions.	5 yrs		Destroy
0051-0000	Fiscal Reports Includes reports dealing with AFDC grant, FS allotment and/or Medicaid eligibility card issuances and any reports that serve as audit trail thereto. Examples - FC034 PA Register, FC072 Food Stamp Authorizations.	6 yrs		Destroy
0052-0000	Management Reports Reports regarding case activity or status used in an administrative or management purpose. Examples - FB021 Consolidated Report Listing.	2 yrs		Destroy
0053-0000	System Related Reports Reports generated that provide assistance to Local County Document Control Unit staff in the maintenance and operation of CODES. Examples - FD230 Report Series - County Case Information Processed.	5 mos		Destroy
0054-0000	System Related Documentation and Correspondence Examples - FAMIS/DYFS Instructions (current), FAMIS AFDC/Food Stamp Manual, Terminal Operators Manual, Problem and Activity Report.	5 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

SCHEDULE NUMBER

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C980000

903

3 OF 28

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Document Control Unit (cont'd)

0055-0000

Reference Microfiche

All informational computer printouts and fiche received by the various sections of the Bureau of Local Operations from other State agencies and divisions which supply information and data to accomplish the varied tasks of the bureau; which include the following:

0055-0001

Reference Microfiche - Bendex - Beneficiary Earnings and Data Exchange
Microfiche/ABIE - Automated Beneficiary Information Exchange

As updated quarterly

Destroy

0055-0002

A listing of all public assistance recipients, receiving social security benefits.

As updated

Destroy

0056-0000

OMEGA JOBS/FDP Reports

Consists of Daily, Weekly, Monthly, Quarterly and yearly reports issued by the Division of Family Development who maintains the record copy of each report electronically.

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

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903

1 OF 28

RETAIN IN
AGENCY RECORDS CENTER

DISPOSITION

Document Control Unit (cont'd)

0056-0001

30 days

destroy

OMEGA JOBS/FDP Reports - Daily Reports
Which include: RD015-01 - Individuals Referred
to REACH Orientation (Case Number Order),
RD015-02 Individuals Referred to REACH
Orientation (Field Office Order),
RD031-01 - Data Base Records That Have Been
Stopped for Stop Date Prior to & Including
Current,
RD047-01 - Records Deleted,
RD047-02 - Records Not Deleted,
RD702-01 - Support Payments Scheduled - New
and Changed,
RD701-01 - Support Payment Schedules Not
Approved by Supervisor,
RD708-01 - Terminated Providers,
RD710-01 - Provider Add/Change,
RD714-01 - Support Payment Schedules Pending
Confirmation Days to Disallow Aging,
RD715-01 - Checkwrite Exception Report Records
Dated From Payment Extract File without
Payments,
RD716-02 - Checkwrite Exception Report Vouchers
Dated From Payment Extract File With Claim
Amount,
RD776-01 - Zero Benefits Indicated (Provider
Order,
RD778-01 - Zero Benefits Indicated (Case
Number Order).

[0056-0002]

RECORDS RETENTION AND DISPOSITION SCHEDULE

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SCHEDULE NUMBER

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RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

Document Control Unit (cont'd)

0056-0003

OMEGA Jobs/FDP Reports - Daily Reports
RD760-01 - Emergency Checks Issued MM/DD/YY
(Check Number Order),
RD762-01 - Emergency Checks Issued MM/DD/YY
(Provider Order),
RD764-01 - Emergency Checks Issued MM/DD/YY
(Case Number Order).

Until receipt
of weekly version

Destroy

0055-0004

OMEGA Jobs/FDP Report - Daily Report
Which includes: RD712-01 - Cancelled Checks.

6 yrs

Destroy

0056-0005

OMEGA Jobs/FDP Reports - Weekly Reports
Which includes: RW014-01 - Provider Listing with
Child Names,
RW033-01 - Cases with Activities Due to Close
in 30 days.
RW061-01 - Participants Changing REACH Status,
RW092-01 - Cases with Duplicate Activities,
RD716-01 - Checkwrite Exception Report, Records
Deleted from Payment Extract File without
Payments,
RD716-02 - Checkwrite Exception Report Vouches
Deleted from Payment Extract File with Claim
amounts.

30 days

Destroy

0056-0006

OMEGA Jobs/FDP Reports - Weekly Reports
Which include: RW750-01 - Checks Issued MM/DD/YY
(Check Order),
RW762-01 - Checks Issued MM/DD/YY (Provider
Order),
RW764-01 - Checks Issued MM/DD/YY (Case Number
Order).

Until receipt of
monthly version

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
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0056-0007

Document Control Unit (cont'd)

As updated

Destroy

OMEGA Jobs/FDP Reports - Weekly Reports which include: RM060-01 - Cohort Report, RM027-01 - FAMIS Individuals Removed/Reinstated For OMEGA Sanction Review, RM027-02 - State Totals by County and Reason Code,

RM063-01 - Deferred Exempt Participants, RM054-01 - Sanctioned Participants, RM080-01 - Participants Receiving Past AFDC Benefits/Services, RM770-01 - Master Provider Listing, RM770-02 - Master Provider Listing.

6 yrs

Destroy

0056-0008

OMEGA Jobs/FDP Reports - Weekly Reports which include: RM772-01 - Vouchers Issued MM/DD/YY,

RM776-01 - Zero Benefits Indicated (Provider Order), RM778-01 - Zero Benefits Indicated (Case Order), RM766-01 - MM/DD/YY Issuances Exceeding Scheduled Payments, RM768-01 - Issuance Disbursement Summary.

As updated

Destroy

0056-0009

OMEGA Jobs/FDP Reports - Monthly Reports which includes: RM058-02 - Master Index.

30 days

Destroy

0056-0010

OMEGA Jobs/FDP Reports - Monthly Reports which include: RM752-01 - Client/Providers Active on AFDC/NPA, RM050-01 - Time Intervals in and Between Activities,

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

Document Control Section (cont'd)

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NO.
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RETAIN IN
AGENCY RECORDS CENTER DISPOSITION

RM061-01 - Parents/Caretakers Under 24 years of Age,
RM062-01 - Activity Report,
RM062-02 - Activity Report,
RM063-01 - Teen Parent REACH Activities Summary (Monthly),
RM063-01 Teen Parent REACH Activities Summary (Fiscal Year),
RM063-01 - Teen Parent REACH Activities Summary (Historical),
RM064-01 - REACH Activities Summary (Monthly),
RM064-01 - REACH Activities Summary (Fiscal Year),
RM064-01 - REACH Activities Summary (Historical),
RM065-01 - OMEGA Participation Rate Report,
RM056-01 - Items for Case Managers Attention,
RM059-01 - Cohort Referrals (No Interview) Totals
RM063-02 - Participants With Inactive Activities (6 months or more),
RM059-03 - Cohort Referrals (No Interview) Totals,
RM082-01 - Participants Receiving REACH Benefits,
RM085-01 - Uniform Reporting Requirements (Part I - Jobs Program Components, Part II - Child,
RM095-01 - Jobs Participation Rate Countable Activities for Month of,
RM095-02 - Jobs Participants with Less Than 20 Weekly Average Hours for Month of
RM097-01 - F-Seq. Jobs Participation Rate Countable Activities for Month of,
RM097-02 - F-Seq. Jobs Participants with Less Than 20 Weekly Average Hours for Month of,
RM099-01 - FSA-108 Sample for Month of.

[0056-0012]

[0056-0011]

RECORDS RETENTION AND DISPOSITION SCHEDULE

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Document Control Section (cont'd)

0056-0013

OMEGA Jobs/FDP Reports - Monthly Reports
Which include: RM701-01 Monthly Cancellation Report
for Month of,
RM703-01 - Monthly Issuance Disbursement Summary
(Monthly)
RM703-01 - Monthly Issuance Disbursement Summary
(Historical),
RM704-01 - Issuances Exceeding Scheduled Payments
for the Month of,
RM722-01 - Check Issuance.

6 yrs

Destroy

0056-0014

OMEGA Jobs/FDP Reports - Quarterly Reports
Which Includes: RM090-01 - Unimplicated Case
Management Activity Report,
RQ020-01 - OMEGA Target Group Expenditures
(Quarterly Data for FSA-102 Report),
RQ085-01 - Uniform Reporting Requirements
(Quarterly),
RM063-01 - Teen Parent REACH Activities Summary
(Quarterly),
RM064-01 - Activities Summary Report (Quarterly),
RQ703-01 - Monthly Issuance Disbursement Summary
(Quarterly),
RQ710-01 - Jobs/FDP Wages and Benefits for Quarter
Ending MM/DD/YY.

6 yrs

Destroy

0056-0015

OMEGA Jobs/FDP Reports - Yearly Entries
RY120-01 - Providers Requiring Manual 1099
Submittals,
RY130-01 - Multiple Providers Reported Under 1
Federal ID/SSN,
RY140-01 - Master Listing by Payer,
RY150-01 - Master Listing by Payer Number 1099
(Under \$600),
RY701-01 - REACH Issuances for Fiscal Year.

6 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

Document Control Section (cont'd)

0057-0000

Automated Child Support Enforcement System
(ACSES) Reports (Copies)
Consists of monthly and weekly status and
statistical reports sent to each county for
review. Information is retained by Bureau of
Child Support and Paternity for 4 years. Case
specific reports are retained in the Child
Support Case Files in the respective counties.

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RETAIN IN
AGENCY RECORDS CENTER DISPOSITION

As updated

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

Finance Section

0100-0000

Accounting and Statistical Workpapers of Bank Reconciliations and Trial Balances

6 yrs

Destroy

0101-0000

ATP Cards (Authorization to Participate) Pool Stamp Program

6 yrs

Destroy

0102-0000

Audit Reports Including Workpapers and Correspondence (State)

6 yrs

Destroy

0103-0000

Budget Reports and Workpapers

5 yrs

Destroy

0104-0000

County and Fiscal Records for Assistance Accounts, Administrative Accounts, Clearing and Trust Accounts, Child Support, Paternity and Home Energy Assistance Program, including: cancelled checks, bank account reconciliations/and expenditure reports.

6 yrs

Destroy

0105-0000

Disbursement Register (Cash Disbursement Printout)

6 yrs

Destroy

0106-0000

Disbursement Vouchers

6 yrs

Destroy

0107-0000

Insurance Policies

6 yrs after termination

Destroy

0108-0000

Ledgers - General, Cash Journals, and Ledger Cards (Original)

Permanent

Permanent

0109-0000

Monthly Assistance Rolls and Financial Records Forms PA-204, PA-205, PA-206

6 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

Finance Section (cont'd)

0110-0000

Payroll and Supporting Records

10 yrs

Destroy

0111-0000

State, Federal or Municipal Financial or
Statistical Studies

6 yrs

Destroy

0112-0000

State Invoice Forms 100, MA-100V (Copies)

3 yrs

Destroy

0113-0000

Computer Operations Source Documents

3 mos

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0150-0000

Food Stamp Program

Case Files

Include: Old Age Assistance, Assistance for the Blind, Disability Assistance, Nonpublic Assistance cases or any case containing an application or other document which resulted in the issuance or denial of food stamp benefits. Contains: Identification Card FSP-903, Application Correspondence FSP-44, Third Party Review Sheet FSP-964, Municipal Verification FSP-905, Computer Control FSP-105, Eligibility Letter PA-15, Application and Affidavit PA-1J, Notification Letters, Benefit Computation Worksheets, etc...

0151-0000

Out Reach Program Reports

3 yrs

Destroy

0152-0000

Subsidiary Control of Food Stamp Identification Cards FSP-957

Consists of a listing of Food Stamp Identification Cards Issued, date, case number and name. Cards are issued monthly.

3 yrs after last case on sheet is closed

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RETAIN IN
AGENCY RECORDS CENTER DISPOSITION

0153-0000

Food Stamp Program (cont'd)

Job Search FSETP (Food Stamp Employability Training Program)

Consist of: Affidavit for Food stamp work Registrants FSP-912, FSETP Registrant Form FSP-913, FSETP Assessment Questionnaire, FSETP Registrant Acknowledgement Form, Employment Contract Sheets, FSETP Participant Allowance Declaration and Reimbursement Acknowledgement, FSETP Transportation Reimbursement Voucher (copy) (Original in fiscal), FSETP Case Record Summary Report, Correspondence, FSETP Employment and Training Report FSP-954, FSETP Worksheet, Job Search Work Registration FSP-912 Job Search Project Occupational Data Form, Food Stamps Job Search Project Registrant Acknowledgement, Employment Contact Sheets, Job Search Case Summary Report, Monthly Job Search Project Client Services Reporting form and other related documentation.

3 yrs after final action

Destroy

[0153-0001]

RECORDS RETENTION AND DISPOSITION SCHEDULE

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28

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

Fraud Investigation Unit

0200-0000

Fraud Investigation Files

6 yrs after all
findings are
resolved unless in
litigation

Destroy

0201-0000

Issuance Books

6 yrs unless in
litigation

Destroy

0202-0000

Authorization to Participate (ATP) Cards

6 yrs unless in
litigation

Destroy

0203-0000

Management Information Systems Documents (CODES)

6 yrs unless in
litigation

Destroy

0204-0000

Income and Eligibility Verification System (IEVS)
Management Reports
Include Management Reports for (FAMIS) State
Wage, Unemployment Insurance Benefits,
Internal Revenue Service 1099 and Social
Security Administration Wage. *Note: IRS 1099
and SSA Wage Management reports must be destroyed
in accordance with Federal guidelines and must
not be released to a private contractor and
destruction must be witnessed by an agency
employee in a confidential manner.

3 yrs after all
audit findings
are resolved
unless in
litigation

Destroy*

0205-0000

Income and Eligibility Verification System
(IEVS) Management Reports Destruction log
Consists of a log that indicates date of
destruction, type of data/report, time
period covered, and method of destruction.
Used for IRS 1099 and SSA Wage Reports/Data.

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RETAIN IN

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RECORDS CENTER

DISPOSITION

0250-0000

Income Maintenance - Property and Resource Office
Agreement to Repay PA10D

5 yrs after
termination of
agreement

Destroy

0251-0000

Funeral Files

5 yrs after final
payment

Destroy

0252-0000

Foreclosure and Bankruptcy Files

7 yrs after final
action

Destroy

0253-0000

Recoupment Cards

6 yrs after final
recovery payment, or
final action

Destroy

0254-0000

Supplemental Security Incomes - Billings

6 yrs

Destroy

0255-0000

Inquiry Form
Inquiry is completed whenever a potential client
inquires about program eligibility. Used to
obtain basic information which benefit the
interviewer at the time of application.

3 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO. RECORD TITLE AND DESCRIPTION

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0300-0000	Personnel and Training Section Individual Personnel Files	5 yrs after termination of employment	Destroy
0301-0000	Timesheets	6 yrs	Destroy
0302-0000	Applications for Employment - Unsuccessful	3 yrs	Destroy
0303-0000	Civil Service Certification	3 yrs	Destroy
0304-0000	Promotional Announcements	Until application has expired	Destroy
0305-0000	Union Contracts	5 yrs after termination	Destroy
0306-0000	Training Pamphlets, Brochures and Booklets	Periodic review	Destroy
0307-0000	Training Requests Records which include training request forms, training announcements, receipts for workshops and seminars, including any authorization for expenditures of training funds for county training programs.	3 yrs after final payment	Destroy
0308-0000	Staff Development Record Basic information on each county employee which includes educational background, training courses and workshops attended.	Periodic review	Destroy
0309-0000	Training Reports, Count Training activities given each month provided to the Division of Public Welfare for cost allocation purposes.	3 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
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0350-0000	Purchasing Section Catalogs	Periodic review		Destroy
0351-0000	Equipment Inventories	6 yrs		Destroy
0352-0000	Invoices	6 yrs		Destroy
0353-0000	Purchase Orders	6 yrs		Destroy
0353-0001	Purchase Orders (Originals)	3 yrs		Destroy
0353-0002	Purchase Orders (Copies)	6 yrs		Destroy
0354-0000	Vouchers			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
C980000	903	18 OF 28

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
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Records Section

Case Files, Denied, Rejected, Terminated and Index Cards

Includes: AFDC (Aid to Families with Dependent Children) LB, AB (Assistance to the blind) LP, AFWP (Aid to Families of Working Poor) ADC (Aid to Dependent Children) LM (Supplemental Security Income) LV (Vietnamese Assistance) LE (Cuban - Refugee Cases), Consist of case files that may contain: PA-1J Application and Affidavit for AFDC, MA, (Medical Assistance) CPP RRP, CHRP and Food Stamps

PA-2, Resource Referral
PA-2D, Summary Report
PA-3A, Worksheet and Authorization for Public Assistance

PA-3B, Evaluation of Capacity of Legally Responsible Relative to Support

PA-5, Examining Physician's Report
PA-5A, Report of Eye Examination
PA-5, Medical-Social Information Report

PA-6A, Interim Medical-Social Report
PA-7, Report of Findings by Psychiatric Diagnostic Group

PA-8, Record of Action: Medical Eligibility Factor

PA-10D, Agreement to Repay

PA-11, Mortuary Affidavit (and Petition for Payment)

PA-11B, Cemetery Affidavit and Petition for Payment

PA-12, Referral by State Mental Institution to Public Assistance Agency

3 yrs after final agency action or court action which influence granting or recovery of assistance or the receipt of the final recovery payment, whichever is later

Destroy

[0400-0003]

[0400-0002]

[0400-0001]

0400-0000

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RETAIN IN

RECORDS CENTER

DISPOSITION

Records Section (cont'd)

PA-14, Referral for Services
PA-15, Notification Form
PA-17B, Notice to State Correctional Institution (AFDC Case)
PA-17C, Notice of County Welfare Board Action on Aid to Families with Dependent

Children Cases

PA-22, Employment Criteria for AFDC-F Families
PA-24, Verification of Unemployment/Disability

Insurance

PA-30, Authorization for Reimbursement of Initial SSI Payment

PA-31, Investigation Initiation Sheet

PA-45, Warning and Waiver of Rights

PA-45, Requirement to Cooperate and Right to

Claim Good Cause for Refusal to Cooperate in

Child Support Enforcement

PA-48, Summary of Good Cause Claims

PA-52, IRP Medical Payment Worksheet and

Authorization

PA-54, Refugee Program Interagency Referral

PA-59A, Request for Voluntary Restricted Payment

PA-59B, Request to Discontinue Voluntary

Restricted Payment

PA-60, Certification of Return from Foster Care

PA-60A, CWA Action in Response to Certification

of Return from Foster Care

PA-192, Aid to Families with Dependent Children

(pamphlet)

PA-195, Fair Hearings in the Aid Families with

Dependent Children (AFDC) Program (pamphlet)

PA-197, Your Rights and Responsibilities in the

AFDC Program (pamphlet)

[0400-0004]

[0400-0005]

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
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Records Section (cont'd)

PA-401, WIN Case Review Document
 PA-450A, Parent Locator Service Request Form
 PA-450B, Parent Locator Service Source Response Form

PA-644, Report of Assistance Payments
 PA-555, Cases for Medical Review Team
 Re-evaluation Due During the Month
 PA-850, Acknowledgement of Fair Hearing
 Request and Status of Continuing Benefits
 PA-925, VIMS Resource Report, Monthly Status Report.

0401-0000

Correspondence

0401-0001

Correspondence - External

0401-0002

Correspondence - Internal

0401-0003

Correspondence - Routine Requests for Information

0401-0004

Correspondence - Policy

0401-0005

Correspondence - Relating to Case Files

0402-0000

Case Files - Terminated and Index Cards
 Contains: Intake Report INT-36, Application and Affidavit PA-16, Public Assistance Inquiry PA-1C, Certification of Need for Patient Care in Facility Other Than Public or Private General Hospital PA-1.

3 yrs

Destroy

1 yr

Destroy

Periodic review

Destroy

Permanent

Permanent

3 yrs after termination of case

Destroy

3 yrs after final action or death of client, whichever is later

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
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RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0403-0000

Records Section (cont'd)

Services Files

Consists of an Application for Child Welfare Services (Form DYFS) 26-19), correspondence, and data summary sheets concerning client problems and services rendered. Fiscal information is included in the corresponding case file

3 yrs

Destroy

0404-0000

Child Support Case Files PA-3c, Referral Form and Case Records

4 yrs after final agency action or court action which influenced the granting of assistance or the receipt of the final recovery payment, whichever is later

Destroy

0405-0000

Form 105A and B Input Document

3 yrs unless in litigation

Destroy

0406-0000

REACH (Realizing Economic Achievement) Jobs (Job Opportunity Basic Skills Training)/FDP (Family Development Program) Case Files

Consist of: Individual Information/Background, Agreement for Participant Activity, Assessment Information, Voucher Payment Summary, Support Payment Confirmation, Voucher Stop Date Information, Reach Cancellation Replacement or Resurreance Information, Status Reports, Work History, Agreement for Support Services, Support Payment Schedule, Case Manager's Notes, and related information. Also includes: payment registers, expenditure reports and audit reports.

6 yrs after termination of contract or final payment or Payment Approval, or 5 yrs after final action which influences recovery of final assistance or receipt of payment in cases of ineligibility, whichever is later

Destroy

[0405-0001

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
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RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Records Section (cont'd)

0407-0000

Master Control of Medicaid Eligibility Cards PA-54
and Subsidiary Control of Medicaid Eligibility
Cards PA-66
Consist of listings of Medicaid Eligibility Cards
issued to employees and to clients. Cards are
issued monthly.

3 yrs after final
entry

Destroy

0408-0000

Emergency Assistance Case Files
Include Application for Emergency Assistance and
Temporary Shelter Rentals.

Destroy

0408-0001

Emergency Assistance Case Files - Approved

6 yrs after
termination of
contract or final
payment

Destroy

0408-0002

Emergency Assistance Case Files - Denied

5 yrs

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NO.	OF	FR
C980000	903	23	OF	28

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
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0450-0000

Low Income Energy Assistance

Program Case Files

Case files on households receiving assistance for home energy (heating and medically cooling) needs. File includes, Home Energy Application for Assistance (EP-1), Client Turnaround Document (EP-1A) for cases in error or denied status, verification of eligibility, data input to computer, correspondence with or about client, client activity summary sheet, and copies of need voucher for emergency payment, affidavit of need for energy emergency, verification of income, heating/living arrangement, case narrative, credit transaction form, inquiry screen record, printout, doctor's documentation of medical necessity, copies of utility bills; verification of overpayment, repayment plan, fair hearing request, narrative, and final decisions. For cases with no reimbursement owing.

3 yrs after final expenditure report is submitted unless in litigation

Destroy

0450-0001

0451-0000

Case Processing Report - Cases Rejected (Weekly Report) IIP-023-3 (Copy)

1 yr

Destroy

0452-0000

HUB File IIP-028 (Copy)

Report lists the names and Social Security numbers of persons living in housing which receives federal rent subsidies.

3 yrs

Destroy

0453-0000

Social Security Number File IIP-050 (Copy)

Lists of all Social Security numbers of members of a household which have been paid their HEA Entitlement.

3 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO. RECORD TITLE AND DESCRIPTION

AGENCY NUMBER C980000 SCHEDULE NUMBER 903 PAGE NUMBER 24 OF 28

RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0454-0000	Low Income Energy Assistance (cont'd) Recoupment Masterfile List HP-059 (Copy) Listing of overpaid clients.	3 yrs after final recovery payment	Destroy
0455-0000	Recoupment Report (Weekly Report) HP-060 (Copy) Lists all cases that are being subjected to recoupment procedures.	3 yrs	Destroy
0456-0000	Daily On-Line Batch Report HP-059 Consists of daily input of HEA applications.	3 yrs	Destroy
0457-0000	Before Image Report HP-078 (Copy) Report provides a record of the image of certain masterfile fields immediately before a transaction is posted to the masterfile which updates a case record.	3 yrs	Destroy
0458-0000	AFDC (Aid to Families with Dependent Children) HP-147 (Copy) List of cases not selected for automated HEA payments.	1 yr	Destroy
0459-0000	HUB Client File Update HP-154 (Copy) Transaction record of on-line client updates.	3 yrs	Destroy
0460-0000	Duplicate Transactions (Weekly Report) HP-202 (Copy) Lists denied cases because the social Security number of the input payee matches a payee already listed on the HEA masterfile.	3 yrs unless in litigation	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

C980000

SCHEDULE NUMBER

903

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RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Low Income Energy Assistance (cont'd)

0461-0000

Case Processing Report: Accepted/Denied/In Error
Weekly Report HP-203 (Copy)

3 yrs

Destroy

List all transactions entering the masterfile
portion of the system. Transactions are posted to
the HEA masterfile.

0462-0000

List of HEA Payments HP-205, HE-205 (Copy)

3 yrs

Destroy

Consists of a cumulative listing of all HEA
payments and credits posted to a case on the
masterfile.

0463-0000

List of Special/Automatic/Emergency Payments HP-207
(Copy)

3 yrs

Destroy

0464-0000

Alphabetical Master Listing of HEA Clients HP-217
(Copy)

3 yrs after update

Destroy

0465-0000

Applications Pending Over 10 Days (Weekly Report)

1 yr

Destroy

0466-0000

Emergency Payment List HP-222 (Copy)

3 yrs

Destroy

0467-0000

Transaction Tracking Report HP-223 (Copy)
Consists of a cumulative combination listing of
reports HP-202 and HP-203.

3 yrs

Destroy

0468-0000

CODES (Centralized Operations for Data Exchange
and Services) Address Match PW 139 (Copy)

1 yr

Destroy

0469-0000

Client Payment Summary HP-132 (Copy)

3 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C980000	SCHEDULE NUMBER 903	PAGE NUMBER 26 OF 28
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
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Low Income Energy Assistance (cont'd)

0470-0000	Consolidated listing of Emergencies Reimbursed HP-062-01 (Copy)	3 yrs		Destroy
0471-0000	Checks Issued Listing HP-142-01 (Copy)	3 yrs		Destroy
0472-0000	Replacement Checks Issued Listing HP-142-02 (Copy)	3 yrs		Destroy
0473-0000	Summary of HEA Disbursement HP-206 (Copy)	3 yrs		Destroy
0474-0000	List of Special /Automatic/Emergency Payments HP-207 (Copy)	3 yrs		Destroy
0475-0000	Replacement-Credit Transaction Tracking List HP-211 (Copy)	3 yrs		Destroy
0476-0000	Duplicate Payment Listing HP-212 (Copy)	3 yrs		Destroy
0477-0000	Credit Transaction Report/Check Replacement Report HP-214 (Copy)	3 yrs		Destroy
0478-0000	Weatherization Referrals HP-220 and Special Weatherization Report HP-102 Reports include names and addresses of homeowners eligible for weatherization program funds. Reports are issued monthly.	3 yrs		Destroy
0479-0000	Food Stamp Cases Receiving Non-Auto HEA Checks and not Receiving HEA HP-402	3 yrs		Destroy
0480-0000	Active Cases by HEA Code FB-168	3 yrs		Destroy
0481-0000	Credit and Re-deposit Notice EP-103 Lists case number, name, check number, amount and issuance date.	5 yrs		Destroy
0482-0000	Transmittal letter for Request for Check Replacement EP-104	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
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Social Services

0500-0000

EPSPD Card File and Referral Report MC-19
(Early Periodic Screening Diagnosis and Treatment)

3 yrs

Destroy

0501-0000

Board Home Complaint and Investigation Files

7 yrs after file
is closed unless
in litigation

Destroy

0502-0000

Home Service Files (Homemaker Files)

3 yrs after file
is closed unless
in litigation

Destroy

0503-0000

Information and Referral Log Sheet

3 yrs after last
entry

Destroy

0504-0000

Transportation Log

3 yrs after last
entry

Destroy

0505-0000

Community Care Program for the Elderly and
Disabled (CCPED) Case Files
Consist of: correspondence, CCPED Service
Cost Record, CCPED Cost Share Worksheet,
CCPED Care Plan, CCPED Case Management Unit
MC-14, Long Term Care Assessment and
Addendum form, Release of information,
CCPED Choice of Care, CCPED Monitoring
Record, Social Work Long Term Care Re-Assessment,
CP-23 Notification, Certificate of Need for
patient care other than public or private
hospital, DYFS 26-18 Application/Eligibility
Determination, Client Profile, Nursing History,
Request for Home Care Authorization or
Re-Authorization, DYAFS Notification CCPED-7 and
related documentation.

6 yrs after final
payment provided
all audit findings
are resolved

Destroy

[0505-0001]

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
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0550-0000	Affirmative Action	3 yrs		Destroy
0551-0000	Affirmative Action Plan	3 yrs		Destroy
0552-0000	Position Referrals and Interview Disposition Form	3 yrs		Destroy
0553-0000	Quarterly Reports and (EEO-4 Reports)	3 yrs unless under administrative review/litigation		Destroy
	Discrimination Complaints			